



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

February 8, 2006

WEST VIRGINIA BULLETIN NO: WV 180-6-1

SUBJECT: CPA – Employee Report of Farming Interests and Outside Employment

Purpose: To provide guidance on the requirement to submit an NRCS-CPA-1 form regarding employee farming interests and outside employment.

Expiration Date: December 31, 2006

ACTION REQUIRED BY: March 31, 2006

The National Food Security Act Manual (NFSAM) Fourth Ed., Amend. 1, April, 2004, [Part 518.03](#), requires that all NRCS employees submit an [NRCS-CPA-1 “Employee Report of Farming Interests”](#) form to the State Conservationist annually. These forms are used to compile a list of tracts requiring status reviews. NRCS employees who own, operate, or have a 20% or more interest in a tract and receive USDA program benefits are to have status reviews conducted at least once every three years.

Any employee who owns, operates, or has a 20% or more interest in a tract and receives program benefits is to complete an [NRCS-CPA-1 “Employee Report of Farming Interests”](#). A **negative response** from employees without farming interests is also requested. **Complete this form and submit it to Leonard Jackson, Administrative Assistant, at the state office by March 31, 2006.**

A composite list will be maintained at the State Office. Each field office will be provided a list of the employees having an interest in land which will require a status review to be completed by that field office.

Also, an NRCS employee who owns or operates a farm business is considered “Outside Employment” and requires approval on an annual basis from the State Conservationist. As the completed forms are submitted to Leonard Jackson, we have asked him to provide a copy to the State Administrative Officer. This form will serve as your request for outside employment. Upon receipt of this form, a letter will be sent to you approving or denying your request.

If you have questions concerning the NRCS-CPA-1 form, please contact, Bill O'Donnell, ASTC-O at (304) 284-7543. If you have questions concerning Outside Employment requirements, contact Charlotte Wertz, SAO, at (304) 284-7551

/s/

RONALD L. HILLIARD
State Conservationist

Attachment

Dist: E